

14 March 1952

STATINTL MEMORANDUM FOR: [REDACTED]

1. We enjoyed having the opportunity to brief you on the organization of our central administrative offices and to acquaint you, at least in brief, with our present and projected operations.

2. I am sure there will be many details about which you will want more information prior to your departure. The personnel of our various offices are at your disposal at any time. For your convenience, I am listing below their names, titles, room numbers, and telephone extensions:

STATINTL

[REDACTED] Acting Personnel Director; Room 200, North Building; Extension 611.

STATINTL

[REDACTED] Chief, Personnel Division (Covert); Room 1133, I Building; Extension 2715.

STATINTL

Col. Sheffield Edwards; Assistant Deputy Director/Administration (Inspection and Security); Room 2058, I Building; Extension 645.
[REDACTED] Deputy Security Officer; Room 2058, I Building; Extension 467.

STATINTL

Mr. Edward R. Saunders; Comptroller; Room 209, Central Building; Extension 445.
[REDACTED] Assistant Comptroller; Room 210, Central Building; Extension 454.

STATINTL

Dr. John R. Tietjen; Chief, Medical Staff; Room 119, Central Building; Extension 709.

STATINTL

[REDACTED] Chief, Administrative Service; Room 202, North Building; Extension 785.

Mr. James A. Garrison; Chief of Procurement and Supply; Room 1050, Quarters I; Extension 651.

[REDACTED] Assistant Deputy Director/Administration (Special); Room 119, South Building; Extension 738.

3. In addition to the above, I am sure you could profitably spend a short time with Mr. Lawrence R. Houston, our General Counsel, who is located in Room 321, South Building, on Extension 733, some time prior to your departure. Mr. Houston will be available to you at any time.

STATINTL

4. I have notified the Motor Pool to honor your request for transportation, and if at any time they are unable to supply a vehicle, if you will call Miss [REDACTED] Mr. Wolf's secretary, on Extension 707, I am sure she can arrange something for you.

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5. If at any time after your arrival at your destination it appears that we are not doing everything we should for you or the components under your jurisdiction, I hope that you will notify the Deputy Director (Administration) immediately. I can assure you that we will give the matter immediate and careful attention.

L. K. WHITE
Assistant Deputy Director
(Administration)

LKW:ps

Info Copies - DD/A
- General Counsel